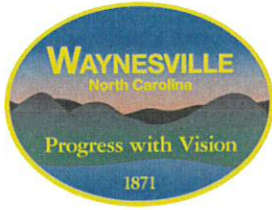


**TOWN OF WAYNESVILLE**  
**Historic Preservation Commission**

9 South Main Street  
Waynesville, NC 28786  
Phone (828) 456-8647 • Fax (828) 452-1492  
[www.waynesvillenc.gov](http://www.waynesvillenc.gov)

There will be a Special Called  
Meeting of the  
Town of Waynesville  
Historic Preservation Commission  
on Weds., September 18, 2024, in  
the Municipal Conference Room  
at 16 S. Main Street, to discuss  
the HPC Cemetery Tour planned  
for October 12.



# Application for Special Events Permit

## I. General Information

EVENT NAME: Town Historic Preservation Commission Greenhill Cemetery Tour

EVENT DATE(S): October 12 (with Rain Date of October 19)  
 Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: Town of Waynesville Greenhill Cemetery

IF THIS EVENT IS A PARADE OR ROAD RACE: Tour will take place on upper loop within designated historic district of cemetery. Tours will start and end at historic gate.

SET-UP TIME (START/END): 3:00pm – 6:00pm

EVENT HOURS: 4:00pm – 5:30 pm

DISMANTLE HOURS (START/END): 5:30 – 6:00pm

ESTIMATED ATTENDANCE: 80-120 people in 2-3 tour groups

BASIS ON WHICH THIS ESTIMATE IS MADE: Previous tours

COMPREHENSIVE GENERAL LIABILITY INSURANCE REQUIRED: \$1,000,000. Please attach proof of insurance (or applicable rider).

## II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Historic Preservation Commission

ARE YOU A NON PROFIT CORPORATION? No  X Yes  If yes, are you 501c(3)  501c(6)  Place of Worship \_\_\_\_\_

APPLICANT NAME: Elizabeth Teague TITLE: Development Services Director

ADDRESS: 9 South Main Street CITY: Waynesville STATE: NC ZIP: 28786

PHONE: 456-8647 FAX#: \_\_\_\_\_ EMAIL: eteague@waynesvillenc.gov

ON-SITE CONTACT: Alex McKay; Alex Mumby TITLE: HPC Chair; Land Development Administrator

ADDRESS: 9 S. Main Street, Waynesville, NC 28805

PHONE #: 456-8647 CELL PHONE #: To be provided EMAIL: amumby@waynesvillenc.gov; waynesvillearchive@yahoo.com; eteague@wavnesvillenc.gov

**III. Brief Description of Event**

The tour will feature volunteers dressed in costume, portraying various historical figures who have been interred in the cemetery. The purpose of the tour is to create a fun and interesting way to teach about Waynesville's history and the Greenhill Cemetery.

**IV. Street Closure Request (Attach map of the Street Closure)**

List any street(s) (or lanes of streets) requiring temporary street closure as a result of this event. Include street name(s) indicating beginning and endpoints of the closing, day, date and time of closing and reopening:

1. N/A

2.

3.

**V. Event Details**

YES NO

Does the event involve the sale or use of alcoholic beverages? If yes, has the ABC permit been obtained? Yes  No  Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)

Does the event involve the sale of food? \_\_\_\_\_ If "YES", has the health department been notified? \_\_\_\_\_ Have you applied for a temporary permit? \_\_\_\_\_

Does the event involve the sale of non-food items? If "YES" have you applied for a privilege license? \_\_\_\_\_

Will there be musical entertainment at your event? IF "YES" provide the following information:  
Number of Stages: \_\_\_\_\_ Number of Band(s): \_\_\_\_\_ Amplification? \_\_\_\_\_

Note: If amplification is used, you will be required to perform a pretest for compliance with the noise ordinance.

Do you plan to use an existing occupied building? Address \_\_\_\_\_

Do you plan to use an existing vacant building? Address \_\_\_\_\_

Will there be any tents or canopies in the proposed event site? Please provide the following information:  
Approx. Number of Tents: \_\_\_\_\_ Will any tent exceed 400 sq. feet in area?  NO  YES

Does the event involve the use of pyrotechnics? Explain \_\_\_\_\_  
  Will you provide portable toilets for the general public attending your event? IF SO, how many and where will they be located? \_\_\_\_\_

Will you require electrical hookup for the event? Generators? \_\_\_\_\_

Will you require access to water for the event? Explain \_\_\_\_\_

Will admission fees be charged to attend this event? If "YES", provide the amount(s) of all tickets. \_\_\_\_\_

Will fees be charged to vendors to participate in this event? If "YES", please provide the amount(s).  
  Will signs and/or banners be displayed as part of the event? If "YES" have you applied for a sign permit? Directional signage for public will be placed near Cemetery entrance during event (no sign permit required)

Will inflatable parade balloons be used for the event? Provide details if necessary.

**VI. Additional Questions**

How will **parking** be accommodated for this event?

1) We will run a shuttle from downtown;

2) volunteers will direct/ park traffic as needed to keep Hillview and other streets passable.

Notes:

1. Parking and buildings involved may be examined for ADA compliance.

2. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

How will **trash** be contained and removed during and after the event?

Staff and volunteers will pick up trash from event as needed.

**Volunteers:** Will you require Civilian Police Volunteers for your event?

**Apply for this permit at least 60 days prior to your special event. (30 days for a neighborhood street closing)**

**Return to:**

**Jesse Fowler, Assistant Town Manager**

**Town of Waynesville**

**16 S. Main Street, P.O. Box 100, Waynesville, NC 28786**

**Telephone: (828) 452-2491**

**Fax No. : (828) 456-2000**

**Email Address: [jfowler@waynesvillenc.gov](mailto:jfowler@waynesvillenc.gov)**

**VIII. Special Information for Applicants**

- \* Do not announce, advertise or promote your event until you have an approved and signed permit.
- \* You will be required to notify property owners affected by the event at the time a special events permit is issued with a copy of any correspondence provided to the Town for the permit file.
- \* **Only chalk may be used on streets – no permanent paint. No permanent alterations to the street will be permitted.**
- \* The Town has an ordinance prohibiting the use of tobacco and e-cigarettes in the business districts and all parks of the Town. The Applicant is to communicate this information to all vendors and participants. Permanent signs are in place in these districts and parks.
- \* The Town has an ordinance allowing animals at festivals. Any incidents should be reported to the Police Department.
- \* The Applicant shall be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing on-duty law enforcement officers, to appropriately police street closures. For festivals, the Applicant shall be additionally responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing city staff, including but not limited to: on-duty law enforcement officers, to provide internal festival security and for hiring and paying necessary emergency medical technicians.
- \* The Assistant Town Manager, in consultation with the Waynesville Police Department, shall determine the number of officers needed to appropriately monitor street closures and for internal security, and with the Fire Department to determine the number of emergency medical technicians needed, and the time when such services shall commence and end.

**FOR INTERNAL USE ONLY:**

Application received:

Application approved:

Application denied:

## 2024 Cemetery Tour Planning and Players Working Document

### GENERAL:

- \*Flyer for HPC members to share
- \*Tom Maguire will run shuttle between Legion Parking Lot and Cemetery starting at 4:00pm
- \*Esther or Volunteer at Arch to direct traffic?
- \*Signage:
  - 1) At Legion Parking Lot
  - 2) At Drive and S. Main
  - 3) At Drive near Arches

STATION 1 at ARCH: INTRO AND ORGANIZATION OF PEOPLE INTO GROUPS at 4:30pm

### **Anne Marie Miller, “MC,”**

Will Provide a welcome and introduction of the HPC and what it does. She (or Anne) can provide a brief history of the cemetery. Anne Marie will introduce others (Julie Grasty? Anne? ) to talk about restoration of the arch and the National Register Designation and WO Wolfe stones. She will also organize participants into groups for a “shotgun” start.

Restoration of Arch – Julie Grasty, Anne Marie, or Bill Revis (?)

History of the Cemetery or history of the WO Wolfe Stones- Ann Melton

### STATIONS 2-4

### **Mariah Love Springfield (1842-1909) – Grace Williamson Moore (Caroline’s Daughter)**

Granddaughter of Robert Love, Daughter of James Robert Love. Along with her husband Confederate Major WW Springfield opened the White Sulphur Springs Hotel out of her father’s house and with her father’s money in 1878. The hotel single-handedly turned Waynesville into a tourist/ health destination with the coming of the railroad in 1884.

### **William Wayne Battle (1811-1860)- Jon Fiechter**

Son of Hollaman Battle, one of the founders of Haywood County. Wayne Battle was the first white child born at Mount Prospect, later to be named Waynesville. He built the town’s first hotel, the Battle House around 1840. It was the main stage coach stop in Waynesville and was operated by the family until 1899 when it was torn down. The Battle was the scene of the coming of the railroad party when the first train came into Waynesville and the meeting place of the North and the South during one of the last surrenders of the Civil War.

### **Hilliard Atkins (1887-1945) B. Alex McKay**

Son of Bishop James Atkins, founder of Lake Junaluska. Hilliard was the cashier, trust agent, and later president of the Citizens Bank and Trust, served as Mayor of Waynesville and owned multiple properties on Main Street. Hilliard married Norris Swift, daughter of J.P. Swift, The owner of Waynesville’s first telephone system. Their marriage ended in an affair between some of Waynesville’s most prominent families and the towns first “alienation of affection” case.